

1483 Ashford Avenue
Apartment 901
San Juan, PR 00907
(832) 692-2475

INVOICE: 2023-10

DATE: 10/01/2023

TO:

Puerto Rico Chief Federal Monitor

FOR:

Paralegal Services

DATE	DESCRIPTION	HOURS	RATE	AMOUNT
09/05/2023	-Prepared notes and emailed August 253 Notes to respective Monitors -Telephone call from Alan Youngs regarding complaints	.50	90.00	45.00
09/06/2023	-Data/BOX	2.25	90.00	202.50
09/07/2023	-Read email (from monitor DR) regarding Rafael Ruiz/Rita Watkin policy review/ replied to emails -Created September 2023 Folder in Box under Policy Reviews → 2023 -Saved documents in Rafael and Rita's folder in BOX -Updated Policy Review Tracking Master -Emailed Rita Watkins regarding policy review from PRPB -Telephone call with David Levy regarding policy review master excel sheet -Searched/read through Alan Youngs BOX documents -Emailed Alan Youngs documents requested -Data/BOX	5.50	90.00	495.00
09/08/2023	-Read/replied to emails -Prepared and sent follow-up email regarding September 253 Meeting to parties -Data/BOX	1.25	90.00	112.50
09/11/2023	-Biweekly meeting	.75	90.00	67.50
09/12/2023	-Read/replied to emails -Followed up with Denise Rodriguez regarding September 253 Meeting email -Sent third follow-up regarding September 253 Meeting to parties -Updated Policy Review Tracking Master -Saved documents in Rafael Ruiz's folder in BOX -Emailed Rafael Ruiz regarding policy review from PRPB -Prepared draft memo and emailed it to Denise Rodriguez for approval	2.50	90.00	225.00
09/13/2023	-Read/replied to emails -Followed up with PRPB and their counsel regarding September 253 Meeting -Uploaded policy review memo to respective Monitor's folder -Created September 2023 Folder in Box under PRPB Policy Reviews Memo Folder -Sent parties policy review memo -Sent parties September 253 Meeting calendar invites -Saved documents in Rafael and Rita's folder in BOX -Updated Policy Review Tracking Master -Emailed Rita Watkins regarding policy review from PRPB -Data/BOX	2.75	90.00	247.50
09/14/2023	-Read amin email	.25	90.00	22.50
09/18/2023	-Attend meetings at PRPB -Read admin email	3.50	90.00	315.00
09/19/2023	-Read admin email -Emailed parties regarding September 253 Meeting Agenda	.25	90.00	22.50

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09/20/2023	-Attend Town Hall meeting in Ponce	8.25	90.00	742.50
09/21/2023	-Read admin email -Revised data request/mailed David Levy data request 1.1 and 2.2	.25	90.00	22.50
09/22/2023	-Read admin emails -Mailed parties regarding September 253 Meeting -Mailed Donald Gosselin regarding Policy Review	.25	90.00	22.50
09/25/2023	-Biweekly meeting -Email exchange between Denise Rodriguez and Samantha Rhinerson -Mailed second follow up to parties regarding September 253 Meeting -Mailed Monitors DR and JR September 253 Meeting agenda for approval -Mailed parties the September 253 Agenda -Prepared September 2023 completed interviews list/mailed to PRPB -Uploaded the latest memo policy to Rita Watkins/PRPB BOX folder -Mailed PRPB updated policy	4.25	90.00	382.50
09/26/2023	-September 253 Meeting -Reviewed admin email	1.50	90.00	135.00
	TOTAL 34 HRS @ \$90 HR			\$3,060.00

S/STEPHANIE LEON

I HEREBY CERTIFY THAT THE AMOUNT BILLED IN THIS INVOICE IS TRUE AND CORRECT IN MY CAPACITY AS A MEMBER OF THE FEDERAL MONITORING TEAM. I FURTHER CERTIFY THAT I HAVE NOT RECEIVED ANY INCOME, COMPENSATION, OR PAYMENT FOR SERVICES RENDERED UNDER A REGULAR EMPLOYMENT OR CONTRACTUAL RELATIONSHIP WITH THE COMMONWEALTH, OR ANY OF ITS DEPARTMENTS, MUNICIPALITIES OR AGENCIES.